



# **Member Profile**

## **Defense Property Accountability System (DPAS)**

### **Warehousing Application**

United States Marine Corps  
Individual Issue and Unit Issue Facility  
(IIF and UIF)

Implementation Training Course

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# Purpose

- To provide the capability to add a Member, and the Member's: Paygrade, Email Address, Category Code, UIC and Gender

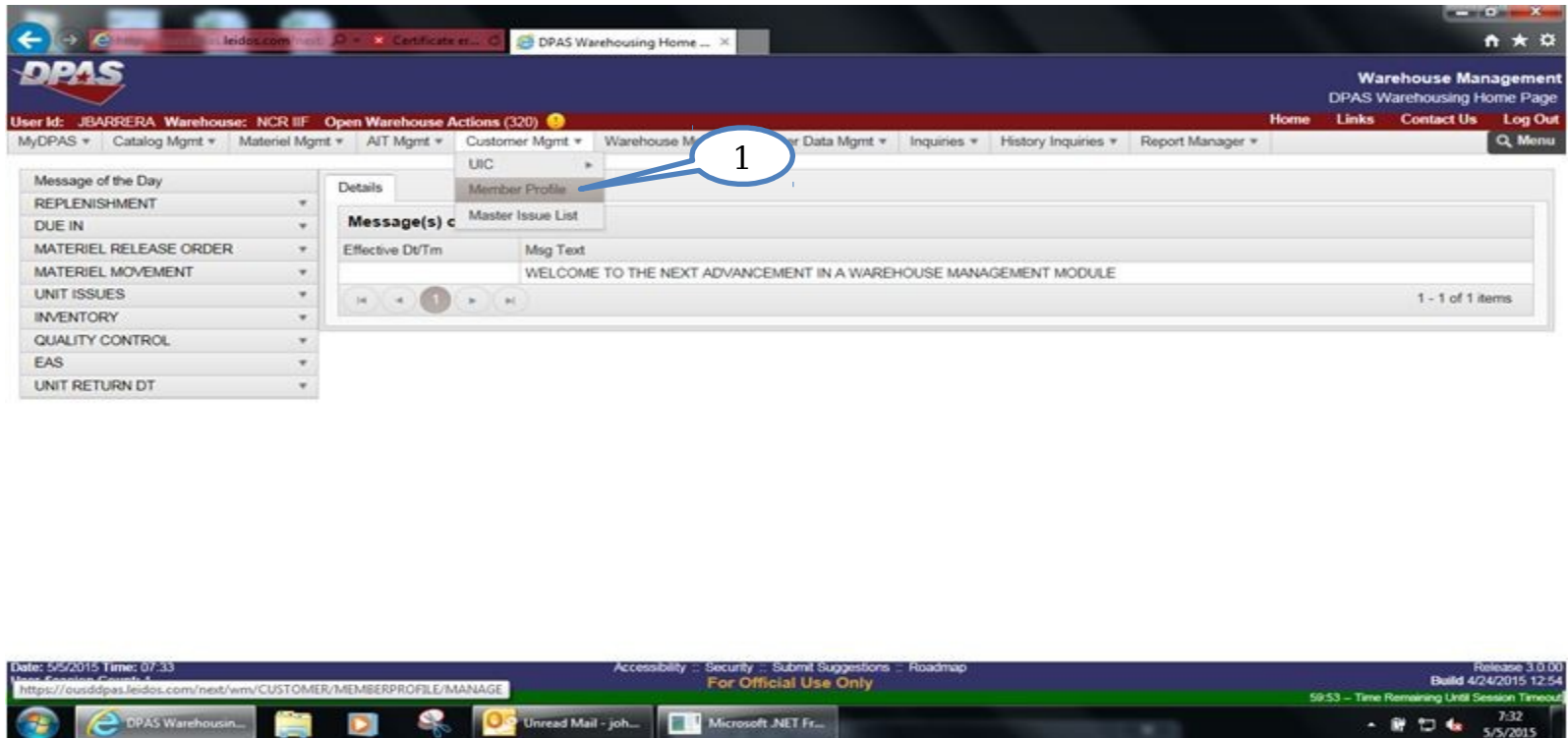


# Situation

A Marine's Member Profile needs to be added to the DPAS Warehouse Application



# Member Profile



Navigate to Customer Mgmt:  
(1)Click on Member Profile.

# Member Profile

Account Info

Manage Lists ▾

Search Criteria

EDI PI

Last Name

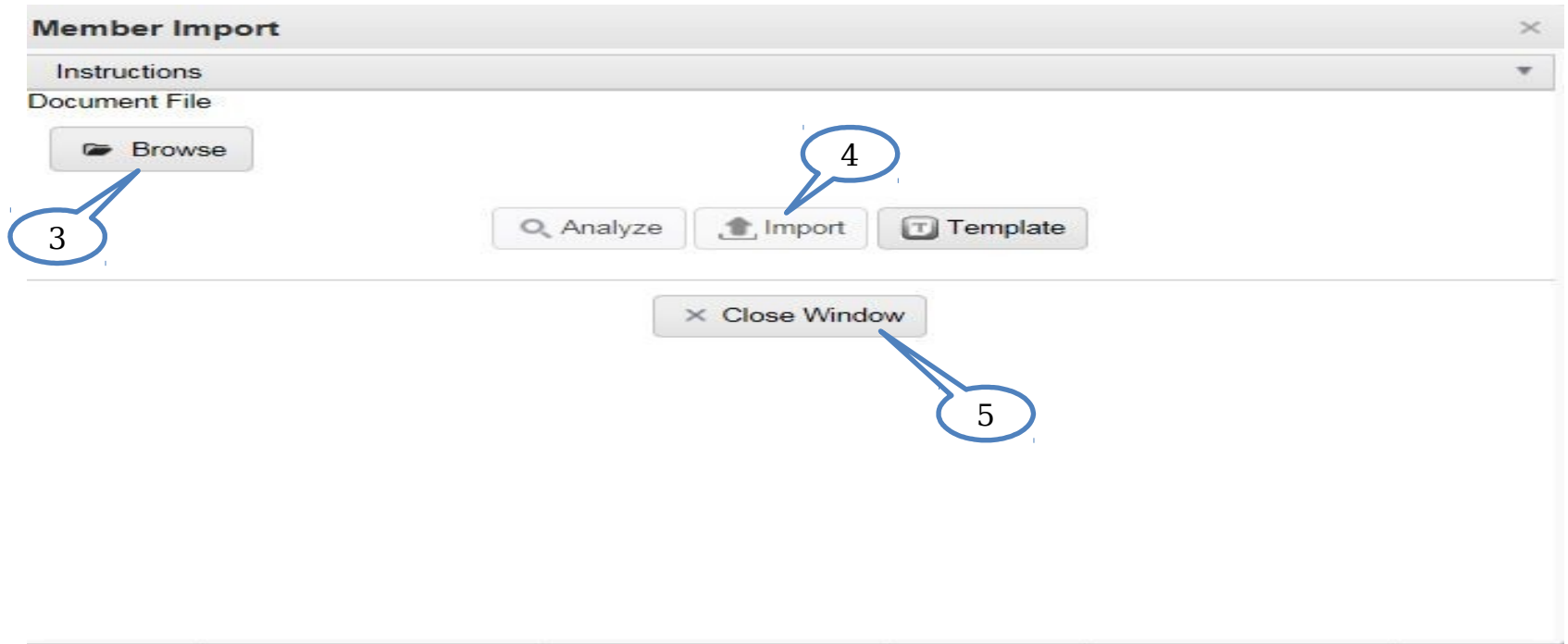
First Name

Member Profile

			Last Name ▴	First Name ▴	Middle Initial ▴	EDI PI ▴	Valid EDI PI ▴	Grade ▴	Member Category Cd ▴	Assigned UIC ▴
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="History"/>	AARON	CORY	B	1461575524	Yes	E3	USMC	M30300
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="History"/>	AARON III	CHARLES	L	1240922548	Yes	W1	USMC	NCR000
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="History"/>	AARON	CHARLES	L	1441575524	Yes	E3	USMC	M30300

(2) To import Members' records, click  the button.

# Member Profile



(3) In the Member Import Form, click on the  button to locate the file.

(4) Select the  button to upload the information.

(5) Select the  button to close the form.

# Member Profile

Instructions ▾

Search Criteria ▲

EDI PI  # Last Name

First Name

6 Search Reset Scan CAC

Member Profile			+ Add Import Grid Options ▾							
			Last Name ▲	First Name ▲	Middle Initial ▲	EDI PI	Valid EDI PI	Grade	Member Category Cd	Assigned UIC
			AARON	CORY	B	1461575524	Yes	E3	USMC	M30300
			AARON III	CHARLES	L	1240922548	Yes	W1	USMC	NCR000
			AARVIG	GRAYSON	A	1411529980	Yes	E4	USMC	M00203
			ABAKAR	MEDIYA	A	1262006936	Yes	E7	USMC	MNCR02
			ABATE	SALVATORE	S	1240139843	Yes	E6	USMC	M01312

(6) Click on the + Add  
Member Profile.

button to add a

# Member Profile

Scan CAC or Enter EDI PI

Scan Barcode  CAC

EDI PI

Last Name

First Name

Middle Initial

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(7) To build a member's record manually, select the

button to add a Member Profile.



## Add Member Profile

### Instructions


#### Member Profile

##### Member Profile Details

###### EDI PI

ID00000000

Valid EDI PI ☐

 Rescan

###### \* Last Name

Pyle

###### Phone Nbr

229-639-1133

###### \* First Name

Gomer

###### DSN Nbr

567-1133

###### Middle Initial

V

###### Mobile Phone Nbr

###### \* Pay Grade

E2 - Enlisted

###### Email Address

Gomer.Pyle@usmc.mil

###### \* Member Category Cd

1 - USMC

###### \* Assigned UIC

M28111

###### Contract/Dlvry Order

Select an Item

###### Temporary Assigned UIC

Optional

###### \* Gender

Male


###### Expiration Of Active Service

6/2/2017

[Add / Edit Remarks](#)

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 Add

 Cancel

Click the  Add button once all required and appropriate information is added

# Member Profile

Instructions ▾

Search Criteria ▲

EDI PI  Last Name

First Name

Member Profile

			Last Name ▲	First Name ▲	Middle Initial ▲	EDI PI	Valid EDI PI	Grade	Member Category Cd	Assigned UIC
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="History"/>	Pyle	Gomer	V	ID00000037	No	E2	USMC	M28111
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="History"/>	AARON	CORY	B	1461575524	Yes	E3	USMC	M30300
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="History"/>	AARON III	CHARLES	L	1240922548	Yes	W1	USMC	NCR000
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="History"/>	AARVIG	GRAYSON	A	1411529980	Yes	E4	USMC	M00203
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="History"/>	ABAKAR	MEDIYA	A	1262006936	Yes	E7	USMC	MNCR02
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="History"/>	ABATE	SALVATORE	S	1240139843	Yes	E6	USMC	M01312
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="History"/>	ABBEY	PATRICK	W	1376648660	Yes	O2	USMC	M06050

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(8) The green bar represents a new record add to the Results Grid.



Questions?